



# Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336  
Telephone (928) 282-6800 FAX (928) 282-6857

## REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Wednesday, December 10, 2014 / 4:15 PM

~ MINUTES ~

### I. CALL TO ORDER/ROLL CALL

**Board Present:** Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Scott Jablow, Nazih Hazime, Diane Schoen – Members

**Staff Present:** Kris Kazian – Fire Chief; Scott Schwisow – Division Chief; Buzz Lechowski – Division Chief; Gary Johnson – Fire Marshal; Ed Mezulis – Battalion Chief; Dave Cochrane – Battalion Chief; Sandi Schmidt – Finance Manager; Carla Dufort – Administrative Specialist/Recorder

**Others Present** 1 Citizen

Board Chairman Ty Montgomery called the meeting to order at 4:20 PM and stated there will no Executive Session; he then led the Pledge of Allegiance and Division Chief Buzz Lechowski asked all to honor the six Firefighters and seven Police Officers from around the nation who lost their lives in the line of duty last month. He also requested everyone keep retired SFD Fire Captain Tony Williams and his family in thoughts and prayer as he is in the hospital.

### II. ORGANIZATIONAL MEETING OF NEW FIRE BOARD

#### A. Re-Installation/Oath of Office of Fire Board Members Ty Montgomery, Diane Schoen and Corrie Cooperman.

Mr. Montgomery, Board Member Diane Schoen and Board Clerk Corrie Cooperman took the Oath of Office and were installed as Sedona Fire District Board Members.

#### B. Organizational Meeting of the New Fire Board; Election of Board Officers - Chairperson and Clerk.

*Ms. Schoen moved to nominate Ty Montgomery to serve as Chairman, Board Member Scott Jablow seconded, and the motion unanimously passed. Ms. Schoen moved to nominate Corrie Cooperman to serve as Clerk, Mr. Montgomery seconded, and the motion unanimously passed.*

### III. EXECUTIVE SESSION

#### A. Vote to go into Executive Session:

1. Pursuant to ARS 38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instruction to Attorney – PSPRS Legislative modification update.

There was no Executive Session.

### IV. REGULAR BUSINESS MEETING

#### A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

#### B. Discussion/Possible Action: Follow-up for Executive Session Items:

1. PSPRS Legislative modification.

Mr. Montgomery stated there would not be an Executive Session because the attorney has no new information.

#### C. Consent Agenda – Discussion/Possible Action:

1. November 19, 2014 Regular Board Meeting Minutes.

2. **November 19, 2014 Executive Session Meeting Minutes.**

*Mr. Montgomery moved to approve the Consent Agenda, as presented, Ms. Cooperman seconded, and the motion unanimously passed.*

**D. Public Forum:**

1. **Public Comments.**
2. **Executive Staff Response to Public Comments.**

There was no request to speak; therefore, there were no comments from Executive Staff.

**E. Business:**

1. **Discussion/Possible Action: Review and Approval of November 2014 Financial Report.**

Finance Director Sandi Schmidt stated there are no bank records because it is too early in the month, but they will be on agenda for next month's approval. *Ms. Cooperman moved to approve the November 2014 Financial Report, a second was provided by Ms. Schoen, and the motion was unanimously approved.*

2. **Monthly Staff Report – Fire Chief Kris Kazian.**

- a. **Call Summary for Month and Year to Date.**
- b. **Calls by Still District Summary for Month and Year to Date.**
- c. **Emergency Response Times Summary for Month and Year to Date.**
- d. **Regional Communications Center Dispatch Activity for Month and Year to Date.**
- e. **Special/Significant Activities and Incidents.**
- f. **General Update of Recent SFD Activities, Happenings, and Events.**
  - i. **FY2015/2016 Budget planning preparation.**

Fire Chief Kris Kazian stated he has proposed a schedule for the budget process. He recommended waiting until March for budget meetings. He stated that staff will have individual meetings with each section and then will put the budget together and give projections to the Board. In April and May, Board and staff can make decisions, adding workshop meetings, if necessary, and have the final approval meeting in May and vote to adopt the budget in June.

- g. **SFD Training Report.**
- h. **Community Risk Management Update.**
- i. **Donations to SFD.**
- j. **Update of Grant Activity.**
- k. **Correspondence/Thank You Letters to SFD.**

Chief Kazian congratulated the Board on their new appointments. He reported the significant events for November included a house fire on Blackhawk Lane on November 23<sup>rd</sup> at 10:50 AM. Crews responded to a working fire and upgraded the alarm quickly, and discovered a fire hydrant was missing which delayed the water supply. Staff is working with Arizona Water Company to fix the situation. Mr. Montgomery asked who was responsible for monitoring fire hydrants. Fire Marshal Gary Johnson responded that the water company has the responsibility to notify the Communications Center and they neglected to do so. To keep this from happening in the future, we will require all water companies to notify SFD in the event they have a hydrant out of service. Division Chief Scott Schwisow stated that crews go out yearly and check the hydrants as well. Chief Lechowski said there was another hydrant about 600 feet away and crews were able to work with it. Chief Kazian stated the fire started outside and worked its way into the attic. It took about an hour to get it under control, and one firefighter sustained a minor hand injury.

On November 29<sup>th</sup>, we received a report of smoke in the area of Grasshopper Point, which resulted in a working brush fire. The Forest Service was on a fire in Flagstaff and not available. SFD utilized seven or eight personnel until about 9:00 PM, making sure the fire was out. Chief Kazian stated it is a testament to our training and our dedication to Wildland; it took about 2,500 feet of hose to surround the fire. Chief Kazian commended Battalion Chief Jayson Coil's crew on their skills and knowledge in putting the fire out. He went on to say the USFS is doing an investigation, but there is nothing to indicate the fire was intentional.

Chief Kazian informed the Board that SFD will likely have about 4,100 calls for the year, which will be a record, and of these, many are lengthy; SFD is out of resources nearly once a week due to call volume. He said average response times are down overall year-to-date by 14 seconds. Chief Kazian reported about 58 employees are going through Blue Card training and we are receiving good feedback on the program. The District is required to complete a Rapid Sequence Induction emergency medical class and we recently had 40 Paramedics and 19 EMTs complete this training; SFD is the only agency in the Verde Valley and one of a few in the state that do this lifesaving procedure. Chief Kazian remarked that as part of the annual helicopter training, crews practiced removing a “victim” from a car submerged in water. SFD sent five people to a Company Officer class, as a part of our continuing education; this is an important part of our training, which allows promotional opportunities.

Our Community Risk Management division is busy and has reported Tlaquepaque North will be expanding across Highway 179; Ms. Cooperman expressed her concern for people crossing the highway there and asked if the district has input on such things; Fire Marshal Johnson stated yes, and that has been a part of the conversation and concerns. The City of Sedona is addressing this issue, as well as parking; this will also add to traffic because of the left-only turn when leaving Tlaquepaque.

Chief Kazian stated the Mystic Heights subdivision is doing a great deal of building and has increased the number of new houses being built in the district. He noted staff has not yet heard if SFD received the AFG grant; Fire Marshal Johnson commented we would be notified of the status when funding is available.

#### **F. Items from Staff:**

##### **1. Discussion/Possible Action: Workers Compensation.**

Chief Kazian stated that a month ago we received notification of a \$49,978.27 dividend check from Cooper Point, our Workers Compensation company. SFD received its quarterly bill a few days later, which was \$96,000 over what staff had budgeted. Upon investigation, staff found that SCF, a government entity and our former Workers Comp provider, had sold to Copper Point, which operates as a private business. Staff had budgeted using the same mathematical formula used for many years for the budget this fiscal year; Copper Point’s new formula removed the deviated discount and did not inform agencies of this change; because of this, SFD is in a situation of a short fall in the budget. Chief Kazian stressed that staff only budgets what is needed and there is nothing built in for contingencies. Staff is recommending the use of contingency funds, which will leave \$250,000 in the account.

Chief Kazian noted that staff has a meeting with Copper Point tomorrow to make sure this does not happen again. Board Member Hazime inquired about when this payment is due; Chief Kazian responded these are quarterly payments and the first payment is due, but we do not have funds to make the fourth payment. Mr. Hazime asked if there is a way to defer this until next budget year. Chief Kazian replied that is not possible and we cannot use the dividend for this because of budget laws; he explained the difference will net us about \$40,000, but cannot be used to offset the payment. Chief Kazian went on to explain that Copper Point gave us our EMOD rate of 1.08, which is good, and we have worked hard to keep it as low as possible. The EMOD is the risk for the agency and firefighters are at a higher rate due to the nature of their job. Mr. Montgomery asked if this is a competitive market. Chief Kazian stated there are only Copper Point and a high-risk pool, but staff will look into options. Chief Kazian said staff will need the funds transferred by the fourth quarter. *Ms. Schoen moved to approve the transfer of contingency funds in the amount of \$94,177 to the budget line items of Worker’s Compensation Insurance for FY 2014/2015, a second was provided by Mr. Jablow, and the motion was unanimously approved.*

##### **2. Discussion: Conclusion from Arizona Attorney General’s Office of Non-Substantiation of Open Meeting Law Violation Complaint.**

Mr. Montgomery stated a citizen filed a complaint about a year ago alleging improprieties they felt occurred in Executive Sessions. The Attorney General’s office has gone through voluminous records including months of Executive Session meeting transcripts with no finding of any violations and has dismissed the complaint. The

Attorney General's office will provide a copy of their findings to the complainant. Mr. Montgomery thanked the members of the Board for their compliance and stated the Board will continue in compliance as they go to the Arizona Fire District Association in January for statutory training.

**3. Discussion: Station 6 – Six-month summary of incidents and response times.**

Division Chief Lechowski presented a PowerPoint (attached). At the end of the presentation, Chief Kazian pointed out Station 6 has responded to 271 calls in six months. Chief Lechowski stated the station had been dispatched another 80 times and those calls had been cancelled for various reasons. Ms. Cooperman inquired if Chief Kazian could incorporate this information to the public perhaps in the Red Rock News. Mr. Montgomery remarked this verifies that a station was necessary in the area. Chief Kazian stated that going forward, these numbers would not be broken out unless directed by the Board. Chief Kazian went on to say the station definitely increases the availability of resources to the district. Chief Lechowski added that as the crews run calls they gain valuable knowledge of the area. Chief Kazian pointed out, currently, the MDTs are still being processed, and we are waiting on some equipment, which will be delivered Friday, and this will help as well. Mr. Jablow noted these numbers are great even without the MDTs. Ms. Schoen thanked staff for doing this work, noting it is good to have the data on this station when the Board Members talk to citizens.

**4. Discussion/Possible Action: Station 6 Fire Danger signage – Location, cost and type of sign proposed.**

Chief Kazian stated that having a fire awareness sign at Station 6 was discussed during previous meetings. After research, staff recommends the sign, as presented in the Board packet, using the Smokey the Bear image. The recommendation is the new sign be located where the Kiwanis, Rotary, Toastmaster, etc. sign currently sits, which stands 12 feet tall by 10.5 feet wide. The sign includes Smokey Bear with very clear wording of "Fire Danger Today", thus keeping with the theme of the area and key message of "Prevent Wild Fires" at the bottom. Staff recommends working with architects on the design of the base, which should not be more than two feet high. Chief Kazian commented that staff recommends using \$5,000 from the Slide Fire donations as a part of an educational campaign, which will be tied into a grant, and a video created before wildfire season.

Ms. Cooperman remarked it would serve as community awareness because visitors think they are in the desert and unaware of fire danger. The issue is removing the existing sign, and a notice has been sent to the organizations that the sign might need to be removed; staff did not receive any response. Chief Kazian stated he spoke with a member of the Rotary and he had some ideas of other locations for the sign. Mr. Jablow pointed out it would be easy for the crews at the station to keep the sign current. Chief Kazian stated we can also mount a "Fire Ban In Effect" notice onto the sign and people can stop by the station if they do not know what that means. Staff recommends Smokey Bear because he is associated with fire danger and is in our schools several times a year. Chief Kazian stated that staff recommends the "Fire Danger Today" and "Prevent Wildfires" wording.

Mr. Hazime affirmed he supports the sign, as presented. Ms. Schoen stated she is not in favor of any sign, as this building is known for its appearance; she said she did not want to "insult a famous bear", but does not believe it fits the look of the station. Mr. Montgomery stated with the installation of art in the roundabouts, this would not match; he remarked he is in favor of a sign, but does not think this is the right one. Ms. Cooperman asked if staff removed Smokey Bear, would the sign be acceptable. Ms. Schoen replied she would need to see it. Mr. Montgomery remarked if we are putting up a sign, then we need to design it. Mr. Jablow commented he liked the concept of a recognizable sign.

Chief Kazian pointed out that staff needs to write the grant this week to fund the Public Service Announcement part of the campaign, and staff believes this is a good sign with a clear message to the community. Mr. Montgomery remarked that a custom sign has not been explored and he would like to table the matter. Ms. Cooperman stated this sign would register as a fire danger sign for people passing by the station; she feels a custom design may not convey the desired message. Mr. Jablow asked for a consensus regarding the sign. Mr. Montgomery stated that four out of five Board Members tonight have voiced their support of a sign, and directed staff to proceed with a custom option and removing the sign currently placed on the site. Chief Kazian asked for clarity on what custom means and stressed his concern for the cost. Fire Marshal Johnson remarked that staff

needed a better understanding of the expectation of the Board. He said we could incorporate the sign, take advantage of Smokey Bear, and customize how it is mounted and colors, but we do not want to sacrifice the message. Mr. Montgomery stated staff could find something recognizable, and make a pleasing sign. Fire Marshal Johnson reiterated to incorporate what Smokey Bear represents and fit that into a sign for Station 6. It was decided to include the sign in the grant request.

#### **5. Update on HR hiring process.**

Chief Kazian stated staff has moved forward and is working with a consultant with the drafting of the announcement and testing procedure for a Human Resources Manager. The opening has been posted on several websites and the Human Resources consultant will review the resumes and reduce the pool. Applications are due by January 7, 2015. There is no relocation package associated with this position.

#### **6. Update on Community Integrated Paramedic Pilot Program.**

Battalion Chief Ed Mezulis stated he visited Golder Ranch Fire District in Tucson, which has an existing Community Integrated Paramedic (CIP) program. He wanted to see how CIP worked first hand. The feedback from customers in the program was beneficial. He said SFD has developed, in partnership with the Verde Valley Medical Center, a secure HIPPA compliant way to communicate information and have formatted some initial policies. On January 2, 2015, Clarkdale, Cottonwood, Verde Valley Fire District, and Chief Moore with Verde Valley Ambulance will have personnel Monday through Friday covering the area. On Dec. 8<sup>th</sup>, a Department of Health Services judge stated that AMR will get the opportunity to have Certificate of Necessity (CON) rights in the state and they are the largest private company with the most robust CIP program throughout the country.

Our proposal is to begin a pilot program in January in conjunction with Verde Valley Ambulance Company based on floor discharges from Verde Valley Medical Center for patients with sepsis and COPD; this represents approximately three to five patients a month in our community that we can visit. Chief Mezulis stated this will help us to collect real data in our community with a manageable workload and no impact on the budget. The intention is to do this for six months using on duty personnel primarily on A Shift; a group of nine attended the training at the request of the hospital, of which a majority have done some pre-nurse work, which gives them background of courses in nutrition, advanced anatomy, and physiology. Chief Mezulis will schedule the appointments and accompany a previously trained medic; this will have no impact to emergency response and no overtime, and should, if similar to other CIP pilot programs in Arizona, show we are benefiting our community. He said if, for some reason, we begin getting increased volume of patients, we will bring it to the Board for discussion and direction. At the six-month point of CIP, we will have to make some decisions.

Chief Mezulis stated regarding potential revenue, there are models with public/private partnerships with physicians' groups, such as Mesa Fire with Mount Vista Urgent Care in partnership with Mid-Level Providers, which cost-shares and bills. Chandler Fire and Medical EMS division representatives will visit SFD in mid-January; Chandler spearheaded a program that works with private insurance carriers who have put in a component for reimbursement for home healthcare; major insurance carriers have indicated they would pay to reduce costs. SFD asked DHS if we can bill at the lowest rate, but they do not yet have rules and were unclear how to address CIP. SFD is due for an ambulance rate increase, and the increased revenue will go to continuing functionality of our EMS division. This pilot program will allow continued research and development, permit SFD to fine-tune the program, and prepare for continued grant funding and revenue sources.

Ms. Cooperman expressed concern that in six months, the budget will be set and asked if Chief Mezulis would know enough by four months to be able to report to the Board; Chief Mezulis replied that in March he should have data to give the Board a clear picture on what different versions of the program will cost. Mr. Montgomery commented the hospital wants to be a partner, but they have no money to put into the program; however, they have personnel, time, and support, and would be applying for grants. If DHS creates a revenue code, it will have to direct bill the patient because insurers will not recognize it. He stated he does not want this to evolve into a mobile doctor program, but to remain as a re-admission prevention program. There are revenue options involving providers; however, anyone below a PA, NA, or Chiropractor is not recognized as billable and has to be paid by the provider, who then pays that person; the key is to get insurance to recognize the provider within the system.

Chief Mezulis stated that Mount Vista Urgent Care and Mesa Fire’s partnership uses practitioners in the field with a Fire Captain and Medic and focus on behavioral health. Mr. Montgomery stated there are options with technology utilizing a telemedicine presence while in the patient’s house and then talking to a provider, for which Medicare pays. Chief Mezulis stated that revenue is on our “radar” along with hospital transports. As with other SFD programs, SFD will utilize in house training for CIP to save costs. Chief Kazian stated the emphasis is being revenue and impact neutral; this pilot program will give SFD the opportunity to see how the system will work and where improvements will be required. Some states are changing laws to allow billing for Community Paramedicine, and Arizona may follow and actually open doors to bill Medicare for this service.

Chief Kazian went on to explain that for the past six months our crews have been asking patients, “Have you been admitted to the hospital in the last thirty days”, which has generated data. The hospital has already identified areas that this program will benefit and this is opening up more conversation about the program; also, the hospital is in partnership with Verde Valley Caregivers, which has a decent revenue stream. Chief Mezulis said as the pilot program moves forward, SFD expects to see the program become the model and, hopefully, the hospital will encourage us to support their needs with revenue; new management is coming to the hospital, and Chief Mezulis would like to have the pilot program running for their arrival. There was a consensus by the Board to begin the program, as presented.

**G. Items from Board Chairman Ty Montgomery:**

**1. Monthly Update: Fees for Legal Services Provided to SFD.**

Mr. Montgomery stated the legal fees for last month were \$922.

**V. FIRE MARSHAL’S SAFETY MESSAGE**

Fire Marshal Johnson reminded everyone to turn off Christmas lights before going to sleep or when not at home; additionally, for those with live trees, they must make sure to keep it watered, and monitor whether excessive needles are falling off.

Chief Schwisow announced he just received word that, sadly, retired SFD Captain Tony Williams who had been in the hospital passed away during the meeting.

**VI. ADJOURNMENT**

The meeting adjourned at 6:37: PM

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Clerk of the Board

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